7 December 1978

MEMORANDUM FOR: Deputy Director for Intelligence Training

STATINTL

FROM: ████████████████

Chief, Information Science Center (ISC)

SUBJECT: Information Handling Study

1. Hal, I believe it would be useful to include the following notions in our response to the request for input on the Information Handling Study.

2. Critical to the development of a better structure for coordinating and carrying out the Agency's information handling activities is an improved understanding among the personnel of the Agency about the information handling activities that already exist and the rapidly evolving technological developments which might improve the performance of these activities.

STATINTL

3. With respect to the first, OTR currently has an objective to develop a survey course on information handling and processing activities in the Agency. This would be an inside course similar to the ISC survey course which looks at external intelligence information systems. We have already gone to work on this. Dr. ████████████████ ████████ have met with various divisional data processing officers; they are nominating systems to include in the survey. Following that we anticipate detailed discussions with those people who direct the individual data systems. This activity relates to paragraph 3(d) of Mr. Taylor's *the Comptrollers* memo.

STATINTL

4. With respect to the second item, I believe that ISC could help a number of the people who may be involved in defining the problem in several ways ranging from taking some information science courses to participating in the application of some of the techniques in the achievement of Taylor's Goal 1, i.e., the development of a comprehensive information handling stragegy. An understanding of the information handling problems and the issues involved might be facilitated in some instances by the development of system dynamic models of these systems--or perhaps other types of models, e.g., queueing, etc. To do this sort of

SUBJECT: Information Handling Study

thing successfully generally requires a partnership between
the people that have the problem and the methods people, and
some degree of familiarity on the part of each of the
participants with the other's tasks. Although our manpower
resources are extremely limited, I do believe that we might
contribute most importantly in this area. Further, this
type of an effort, if it is initiated, should be a continuing
one and not a one-shot process. This makes the development
of models and the application of other information science
techniques even more desirable and useful.

STATINTL

2

TRANSMITTAL SLIP	DATE 7 December 1978

TO: DD/IT

ROOM NO.	BUILDING

REMARKS:

8 DEC 1978 A/TR

I think Ray's comments are very appropriate

FROM: C/ISC

ROOM NO.	BUILDING	EXTENSION

(47)

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

6 December 1978

MEMORANDUM FOR: Executive Assistant, Office of Training

FROM: ████████████████████   STATINTL

Records Management Officer

SUBJECT: Information Handling Study

REFERENCE: Memo to Multiple Addressees from Assistant
for Information, DDA, dtd 28 November 1978,
same subject

    1. After reviewing referent memoranda on the Agency's
information handling activities, it appears that at least
90 percent of the material is not germane to Records Manage-
ment as such in OTR. It involves primarily, as the memos
indicate, the collection, transmission, collation, and
storage of information and the production, publication,
and dissemination of intelligence reports.

    2. It is my understanding that OTR is only peripherally
involved in most of the activities involving collection and
handling of raw intelligence information and the subsequent
production and distribution of finished intelligence reports.

    3. In OTR we have undertaken a program to transfer
our Archival records to a computer file, but all of the
programming and inputting of these records is handled by the
DDA Staff.

    4. I would suggest that this material be reviewed by
the ADP Officer and the Center for the Study of Intelligence.

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, Log	12/6	H
2	Chief, Services Staff	14/6	CB
3	Executive Assistant		
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Larry,

Computer systems currently being used by Services Staff — FRS, GAS — are either brand new or relatively new and are good.

PERSIGN is coming along as well as one new ODA program for the ATR. ~~Except for~~ Above is response to ~~form~~ 3 (b) of Taylor's Memo

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
OTR/RMO 936 C of C x3786	6/12/78

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FORM NO. 237   Use previous editions   (40)
1-67

ROUTING AND RECORD SHEET

STATINTL

SUBJECT: (Optional)

Information Handling Study

FROM:	EXTENSION	NO.
OTR/RMO 936 C of C	3786	DATE 6 December 1978

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Executive Assistant, Rm 1026 C of C	OTR			
2.				
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